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ABBREVIATED LONGHAND.

B. O. BAKER
LAWYER
DALLAS, TEXAS

BY

WALLACE RITCHIE.

SECOND AMERICAN EDITION.

CHICAGO:
J. B. HULING.
1885.

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The want of a simple volume of this character has long been recognized. The present work has had flattering appreciation. Written concisely, without resort to obscure language, it may be comprehended by anyone who has ordinary knowledge of composition. Especially should the subjects treated of be studied by whoever writes for publication, since printers, to whom the responsibility is usually left, are frequently unable to decide intelligently, and have no access to the author for information. Then the employment of shorthand and type-writing clerks is becoming general, and in this direction the opportunity to qualify themselves has not been afforded. Type writing makes all errors more marked, and every effort should be put forth to have a clear understanding of the matter no less than to have correct orthography.

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INTRODUCTORY REMARKS.

In the august presence of a myriad of much more elaborate treatises which speak lengthily of the history of Stenography, and proclaim rather loudly respecting its indispensability, and each of which, by the way, dwells to no mean extent upon the particular advantages of its own views, we shall confine ourselves humbly to merely making one or two remarks, and then proceeding to develop our system, always being particularly careful to use as few and as plain words as possible. We shall, indeed, as Shakespeare says, "imitate the honorable Romans in brevity," on every point, well knowing, on the authority of the same great bard, that by so doing we shall approach as near as is in our meager power to the soul of wit.

Of the origin of Stenography we can only repeat tradition, and say that a series of arbitrary characters was compiled by the great Xenophon himself, which constituted the first attempt at abbreviated writing among the Greeks; while among the Romans, a worthy encyclopaedia informs us, Ennius invented a system of Brachygraphy consisting of one thousand one hundred different signs, to begin with, all of which were perfectly original. This little list was to be supplemented by further hieroglyphics as occasion required, and as the poet's brain grew collective.

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It would be superfluous to adduce any facts or arguments with the view of proving that at the present time Shorthand is totally indispensable as regards the Press; and but little assurance is requisite to give the conviction that it has now come to be almost equally indispensable in commerce. As ample verification of this, it will be sufficient to give reference to the advertisement columns of a daily newspaper. This will show that it is now nearly an absolute necessity that clerks in particular should become acquainted with one system or another; and when the fact is considered that this acquaintance, consequent upon the demand, is rapidly growing universal, the prediction that in a short time success, and perhaps even subsistence itself, will, without it, border very closely upon an impossibility, will not appear too extremely unreasonable. Even now it is often the case that employers will engage only those who know Shorthand, not because its practice will be required, but because they consider, and not without good and just sense, that one who has attained an art demanding so much intellectual vivacity is not likely to be of a slow disposition in any other direction, and also because they know no great difficulty is experienced in procuring those with such a knowledge.

There are many systems of Shorthand in existence, and much do they vary as to their approach to perfection. Some are good, some are bad; many are the most mis-named things on the earth when called systems of *short-hand*, while one or two are for brevity all that can be desired, and such as will not, in every probability, be excelled. Much, however, as these previous methods differ, they are all in unity on one point, and that is the extreme difficulty of mastery. With many persons it is known to be quite labor in vain to attempt the study, and it may be fearlessly asserted that out of twenty who really determine (at starting) to succeed, not more than one, on

the average, reaches so far as moderate perfection. The length of time obligatory, the extremely close application demanded, the great sense of monotony, and the discouragement experienced by having had hours of study and weeks of practice with no apparent progress, are rather natural excuses for despair and ultimate discontinuance.

What, then, is wanted is a system *easy to learn*, and it is with no small spirit of pride that we introduce our method as competent to meet this important requirement. In reviewing a former edition of this book, a popular phonographic periodical expresses the opinion that the system is so simple as to be learnable in *ten minutes*. We do not profess this, but confidently assert that with two hours' study and a fortnight's practice it can be so completely attained as to enable the student to, by its use, take condensed reports of speeches, sermons, lectures, etc. The supposition must not be entertained that this system pretends to vie with the more complicated methods in regard to swiftness in application, and we plainly acknowledge that it would not be sufficiently brief for *verbatim* reporting. Our principal principle is not rapidity in action, but the extremely small amount of study and practice sufficient for thorough mastery, and it is in this particular that superse-dence over all former systems is claimed.

The greatest help to that extreme simplicity of which this system boasts, is contained in the fact that, instead of the usual perplexing lines and heartrending curves, and dots which dazzle the eye with their unfathomable brilliancy, and demi-semi-circular monstrosities which generally give one the idea of nothing more nor less than bosh, the ordinary manuscript letters of the alphabet are used.

Although this system is mostly intended for adoption in mercantile matters, even the professional shorthand writer, notwithstanding the fact that he may already know a more

intricate method, will derive much benefit from the devotion of a little time to the study of our rules ; for, besides the unquestionable acquisition of being able to use it for transcriptions in the place of the ordinary longhand (seeing that any compositor, with but a glance at the instructions, could *read* the abbreviated writing), he could successfully adopt it where only condensed reports are required, and thus save the labor of translation altogether.

INSTRUCTIONS.

1. IN the outset it may be well to summarize the characteristics of this system by simply explaining that in all cases we write only the letters which are prominently sounded ; use such prefixes, affixes, and understood representations as will be found in the tabulated alphabetical arrangement on a subsequent page; and introduce just a few arbitrary significations to make short work of certain much used words and phrases.

2. METHOD OF SPELLING.—The following few examples will sufficiently illustrate the manner in which simple words are to be spelt : Head, *hd*; express, *xprs*; water, *wtr*; accord, *akrd*; reference, *rfrns*; oblige, *oblg*; good, *gd*.

3. VOWELS.—As a rule, vowels will be entirely omitted ; but there are cases where, for the purpose of expeditious transcribing, it is most necessary to insert them. These occur generally when the word commences with a vowel, but the system to be observed is only to write them when prominently sounded.

4. DIPHTHONGS will also be written only when distinctly pronounced.

5. FIGURES are to be represented in the ordinary manner.

6. The following Alphabetical Table must be carefully studied, and the significations, prefixes, and terminations committed to memory :

ABBREVIATED LONGHAND.

7

Letters.	Words.	Prefixes.	Terminations.
a	after		
b	but		-ably
c	certain	circum-	-brance
d	delay	dis-, discon-	{ -ford, -hood, -tude, -stand, -ward
E	Each		
f	from	for-	
g	give		-ing
H	have	hypo-	-with
I	Indeed		
J	Just		
K	know, acknowl- edge	{ con-, com-, accom-	-kind
l	all		-able
m	much	magni-	-dom
N	Nothing, Enclose	{ under-, inter-, intro-	-tion, -sion
O	only, oblige		
P	please	pre-, pro-	-ship
Q	Question		
R	are, reply	recom-	-ember
S	Sure	super-	{ -gress, -less, -ness
T	that	trans-	{ -ment, -stract, -struct
U	you, understand		
V	value		-tive
W	which		
X	express		
Y	your		-ary, -ity
Z	thank you	extra-	

7. PREFIXES.—The letters representing the various prefixes should be separated from the body of the word by a dash; but where unusual swiftness is required this slight incumbrance can be dispensed with. It is advisable, however, to attend to this rule wherever practicable, and, as it constitutes the correct way, our exercises are written accordingly.

8. TERMINATIONS.—The letters when signifying affixes should be written slightly above the foregoing portion of the word; in the same manner, in fact, as is adopted when abbreviating ordinary writing.

9. SPECIAL LIST OF TERMINATIONS.—The following terminations can be represented by their respective significations written in CAPITAL LETTERS:—

-ingly	Y		-fulness	S
-lessly	L		-fully	F
-tionable	T		-tivity	V
-ability	B		-ishness	I

In these cases the affix will be placed upon the line.

10. NAMES should generally be written in full, but where old acquaintance exists abbreviations may be used. This rule and exception refers also to the names of countries, towns, etc.

11. PUNCTUATION.—It is not absolutely necessary that any points whatever be inserted, as they can be fully expressed by leaving a small extra space between the words where they should in longhand appear. When there is time, however, it is best to introduce the stops, and also to commence a fresh paragraph where required.

12. CAPITALS.—Capital letters can be used in the same order as in ordinary manuscript; but it is better to be sparing with them, as, as a rule, they are more difficult to form than small letters. Where single letters represent words,

they can be written in either capitals or smalls, according as is easiest in each case.

13. MISCELLANEOUS ABBREVIATIONS.—There are many words and phrases which, on account of their frequent occurrence, demand special application. The list here given may be added to by the student as found requisite, but great care must be exercised so that, in an over anxiety to make things short, they are not made uncommonly long.

with which we . . .	w/w	Three months . . .	3/m
yesterday	y/d	Three days	3/D
To-day	T/d	Three weeks	3/w
To-morrow	T/m	Three years	3/y
without	w/-	Four months, &c. . .	4/m &c.
To-night	T/N	with reference to . .	R/T
Half an hour	H/H	I beg to say	B/S
Quarter of an hour . .	Q/H		

14. "OF THE."—The word "of," being greatly used, can be understood by the sign of a line drawn thus \, and the word "the" by a stroke in the opposite direction, thus /. By this arrangement the very frequent double "of the" can be joined so as to form a cross, thus X.

15. The word "and" will be best represented by its usual sign "&."

16. Where a preposition and an affix form the whole of a word, only one must be represented by its letter signification, the remainder being spelt as sounded.

EXERCISES.

A fox, very hungry, chanced to come into a vineyard,
a fx, vri ungri, chnsd t km nto a vnyrd,
 where hung branches of charming ripe grapes, but nailed
wr hung brnchs \ chrmg rp grps, b nld

up to a trellis so high, that he leaped till he quite tired
 p t a trllis s i, t e lpd tl e qt trd
 himself, without being able to reach one of them. At last,
 imslf, w/- bg abl t rch on \ thm. t lst,
 "Let who will take them," says he, "they are but green
 "Lt wo wl tk thm," ss e, "tha r b grn
 and sour, so I'll even let them alone."
 & sr, s Il evn lt thm alon."

"Now, then, my hearties!" cried a gallant captain,
 "nw, thn, m artis!" krd a glnt kptn,
 seeing that his men were likely to be outnumbered, "you
 seg t is mn wr lkli t b otnmbrd "u
 have a tough battle before you. Fight like heroes till your
 h a tf btl bfr u. fit lk hros tl y
 powder's gone,—then cut. I'm a little lame myself, and I'll
 pwdrs gn,— thn kt. I'm a ltl lm mislf, & 'l
 start now."
 strt nw."

EXTRACT FROM THE DEFENCE SPEECH OF EUGENE ARAM.

I h hrd, m lrd, / ndit^t rd, wrn I fnd mslf chrgd wth /
 ist krm, wth n nrm^y I m ltgthr nkpbl \; a fkt, t / k-msⁿ
 \ w thr gos fr mr nsnsB \ hrt, mr p-flgsi \ mrsls, thn evr
 fl t m lt; & N ps^b kd h dmtd a p-smⁿ \ ths ntr b a dprv^y nt
 nfrr t t mptd t m. Hwvr, s I stnd ndtd t yr lrd^ts br, & hrd
 wt s kld evdns adsd n sprt \ sch a chrg, I vri hmbli slst yr
 lrd^ts ptns, & bg / hrg \ ths rspkt^b adns, wl I, sngl & nsklfl,
 dstt \ frnds & nssted b knsl, sa smth^g, prps lk arg^t, n m
 dfns. I shl k-sm b ltl \ yr lrd^ts tm: wt I h t sa wl b shrt;
 & ths brv^y, prb^b, wl b / bst prt \ t: hwvr, t s ofrd wth l

ps^l rgrd & / grtst sbmsⁿ t y lrd^{p's} k-sdrⁿ, & t \ ths onr^l krt. Frst, m lrd, / wl tnr \ m k-dkt n lf k-trdkts evri prtklr \ ndt^t: yt hd I nvr sd ths, dd nt m p-snt c-stnss xtrt t f m, & sm t mk t ns^y. Prmt m hr, m lrd, t kl pn mlgn^y tslf, s lng & krli bsid n ths p-skⁿ; t chrg pn m ani mmrly \ w p-jds ws nt / othr, No, m lrd, I k-srted no skms \ frd, p-jktd no vlns, njrd no mns prsn r p-prti; my das wr onstli lbrs, m nits ntnsli stds; & I umbli k-sv m ntis \ ths, spsli t ths tm, wl nt b tht mprtnnt r nrsn^l, b t lst, dsrv^g sm atn^u; bks, m lrd, t ni prsn, a a tmprf us \ lf, a sris \ thnks & akt^g rgtrli, & w/- on sngl dvaⁿ f sbr^y, shd plng nto / vri dpth \ p-flgsi p-sptli & t ons, s ltgthr mprb^l & nprsdntd, & bsltli nknssnt with / krs \ thgs. Mn^k s nvr krptd t ons; vlni s lwas p-grsv, & dklns f rit stp a stp, tl vri rgrd f p-bti s lst, & vri sns \ l mrl bgⁿ ttli prshs.

AN EXTRACT FROM THE PILGRIM'S PROGRESS.

CHRISTIAN AND GIANT DESPAIR.

Nw thr ws, nt fr f / pls wr tha la, a ksl kld Dt^y Ksl, / onr wrf ws Gnt Dspr; & t ws n is grndz tha nw wr slp^g: wfr e, gt^g p n / mrng rli, & wk^g p & dn n is flds, kt Krstn & Hpfl aslp n is grndz. Thn, wth a grm & srli vs, e bd thm awk; & skd thm wns tha wr, & wt tha dd n is grndz. Tha tld im tha wr plgrms, & t tha ad lst thr wa. Thn sd / Gnt, U h ths nit trspd n me, b trmplg n & lig n mi grndz, & thrfr u mst go lng wth m. So tha wr frsd t go, bks e ws strnger thn tha. Tha lso ad b ltl t sa, fr tha nw thmslvz n a ft. / Gnt, thrfr, drv thm bfr im, & pt thm nto is ksl, nto a vri drk dngn, nsti & stnk^g t / sprts \ ths 2 mn. Hr, thn, tha la f Wnsda mrng tl Strda nt, w/-on bt \ brd, r drp \ drnk, r lit, r ani t sk hw tha dd; tha wr, thrfr, hr n evl ks, & wr fr f frndz & akntns. Nw n ths pls Krstn ad dbl sro, bks t ws thro is ndvsd knsl t tha wr brt nto ths dstrs.

Now, Gnt Dspr ad a wf, & hr nm was Dfdns. So wn e ws gn t bd, e tld is wf wt e ad dn; t wit, t e ad tkn a kpl \ prsnrs & kst-thm nto is dngn, fr trspsg n is grnds. Thn e skd er lso wt e ad bst t d frthr t thm. So sh skd im wt tha wr, wns tha km, & wthr tha wr bnd; & e tld er. Thn sh knsld im t wn e ars n / mrng, e shd bt thm w/- ani mrsi. So, wn e ars, e gth im a grvs krb-tre kdgl, & gos dn nto / dngn t thm, & thr frst fts t rat\ thm s f tha wr dgs, altho tha nvr gv im a wrd \ d-tst. Thn e fts pn thm, & bts thm frF, n sch srt, t tha wr nt abl t elp thmslvs, r t trn thm pn / fir. Ths dn, e wthdrws & lvs thm, thr t k-dol thr msri & t mrn ndr thr d-trs. So l t da tha spnt / tm n N b sis & btr lmnt\. / nxt nt, she, tlkg wth er sbnd abt thm frthr, & Us tha wr yt alv, dd advs im t knsl thm t mk awa wth thmslvs. So, wn mrng ws km, e gs t thm n a srli mnr s bfr, & prsv\ thm t b vri sr wth / strps t e ad gvn thm / da bfr, e tld thm, t sns tha wr nvr lk t km ot \ t pls, thr nli wa wd b frth\ t mk n nd \ thmslvs, ethr wth nf, ltr, r psn, fr wi, sd e, shd u chs lf, se\ t s atndd wth so mch btrs? B tha dsrd im t lt thm go. Wth t e lkd ugli pn thm, & rsh\ t thm, ad dt\ md n nd \ thm imslf, b t e fl nto on \ is fts (fr e smtms, n snshni wthr, fl nto fts), & lft fr a tm / us \ is and; wrfr e wthdru, & lft thm s bfr, t k-sdr wt t do. Thn dd / prsnrs k-slt btn thmslvs, wthr t ws bst t tk is knsl r no; & ths tha bgn to d-krs:—

KRSTN. Brthr, sd Krstn, wt shl w do? / lf t w nw lv s msrl. Fr mi prt, I k nt wthr s bst, t lv ths, r t di ot \ and, "Mi sl chsth strng\ rthr thn lf" (Jb. vii. 15), & / grv s mr esi fr m thn ths dngn. Shl w b rld bi / Gnt?

HPFL. I, r p-snt k-d\ s drdfi, & dth wd b fr mr wlkm t m thn ths fr evr t abd; b yt, lt us k-sdr, / Lrd \ kntri t w we r go\ ath sed, Tho shlt do no mrdr; no, nt t nthr mn's prsn, mch mr, thn, r we f-bdn t tk is knsl t kl orslvs. Bsd, e t kls nthr, kn b k-mt mrdr pn is bdi; b fr on t kl mslf s t

kl bdi & sl t ons. &, mrvr, mi brthr, tho tlkst \ es n / grv; b ast tho f-gtn / el, wthr fr c / mrdrs go? Fr "no mrdr ath trnl lf," &c. & lt us k-sdr, agn, t l / lw s nt n / nd \ Gnt Dspr. Othrs, so fr s I kn U, h bn tkn bi im, as wl as we; & yt h skpd ot \ is and. Wo nos, b t Gd t md / wrld ma ks t Gnt Dspr ma di? r t, t sm tm r othr, e ma f-gt t lk us n? r t e ma, n a shrt tm, h nthr \ if fts bfr us, & ma ls / us \ is lms? & f evr t shd km t ps agn, fr mi prt, I m rslvd t plk p / art \ a mn, & t tri mi utmst t gt f ndr is and. I ws a fl t I dd nt tri t do t bfr; b, hwvr, mi brthr, lt us b ptnt, & ndr a wl. / tm ma km t ma g us a api rls; b lt us nt b r on mrdrs. Wth ths wrds, Hpfl t p-snt dd mdrt / mnd \ is brthr; so tha k-tnd tgthr (n / drk) t da, n thr sd & dlfl k-dn.

WI, t^d evng, / Gnt gs dn nto / dngn agn, t se f is prsnrs ad tkn is knsl; b wn e km thr e fnd thm alv; & trli, alv ws l; fr nw, wt fr wnt \ brd & wtr, & bi rsn X wnds tha rsvd wn e bt thm, tha kd do ltl b brth. B, I sa, e fnd thm alv; t w e fl nto a grvs rj, & tld thm t, se tha ad d-obj is knsl, t shd b wrs wth thm thn f tha ad nvr bn brn.

T ths tha trmbld grtli, & I thnk t Krstn fl nte a swn; b, km^g a ltl t mslf agn, tha rnud thr d-krs abt / Gnts knsl; & wther yt tha ad bst t tk t r no. Nw Krstn agn smd t b fr dog t, b Hpfl md is sknd rpli as fth:—

HPFL. Mi brthr, sd e, rmbrst tho nt ho vln tho ast bn ertfr? Apollyon kd nt krsh the, nr kd l t tho ddst hr, r se, r fl, n / vli X shdw \ dth. Wt ard^p, trr, & ams^t ast tho lrdi gn thro! & art tho nw N b fr? Tho sest t I m n / dngn wth the, a fr wkr mn bi ntr thn tho art; Iso ths Gnt ath wndd me s wl s the, & ath Iso kt of / brd & wtr f mi mth; & wth the I mrn w/- / lt. B lt us xrss a ltl mr ptns; rmbr ho tho pldst / mn t Vnti Fr, & wst nthr afrd X chn, nr kj, nr yt \ bldi dth. Wrfr lt us (t lsr t avd / shm, t bkms nt a Krstn t b fnd n) br p wth ptns s wl s we kn.

Nw, nt b^g km agn, & / Gnt & is wf b^g n bd, sh skd im k-srn^g / prsnrs, & f tha ad tkn is knsl. T w e rpld, Tha r strdi rgs, tha chs rthr t br l ard^p, thn t mk awa wth thmslvs. Thn sd sh, Tk thm nto / ksl yrd t/m, & sho thm / bns & skls \ ths t tho ast lrdi d-pchd, & mk thm blv, er a wk kms t n end, tho lso wlt tr thm n pss, s tho ast dn thr flos bfr thm.

So wn / mrng ws km, / Gnt gos t thm agn, & tks thm nto / ksl yrd, & shos thm, s is wf ad bdn im. Ths, sed e, wr plgrms, s u r. ons, & tha trspd n mi grnds, s u h dn; & wn I tht ft, I tr thm n pss, & so, wthn tn das, I wl d u. Go, gt u dn t y dn agn; & wth t e bt thm l / wa ththr. Tha la, thrfr, l da n Strdas n a lmntⁱ ks, s bfr. Nw, wn nt ws km, & wn Mrs. Dfdns & er usbnd, / Gnt, wr gt t bd, tha bgn to rnu thr d-kr^s \ thr prsnrs, & wthl / old Gnt wndrd t e kd nthr b is blos nr is knsl br^g thm t n end. & wth t is wf rpld, I fr, sd sh, t tha lv n op t sm wl km t rlv thm, r t tha h pklks abt thm, b / mns \ w tha op t skp. & sast tho so, mi dr? sd / Gnt; I wl thrfr srch thm n / mrng.

Wl, n Strda, abt mdnt, tha bgn t pra, & k-tnd n prr tl lmst brk \ da.

Nw, a ltl bfr t'ws da, gd Krstn, s on hf amsd, brk ot n ths psnat spch: Wt a fl, qth e, m I, ths t li n a stnk^g dngn wn I ma s wl wlk t lbrti! I h a ke n mi bsm, kld P-ms; t wl, I m prsdd, opn ani lk n Dt^g Ksl. Thn sd Hpfl, T s gd nus, gd brthr; plk t ot \ thi bsm & tri.

Then Krstn pld t ot \ is bsm, & bgn t tri t / dngn dr, ws blt (s e trnd / ke) gv bk, & / dr flu opn wth es, & Krstn & Hpfl bth km ot. Thn e wnt t / ot^d dr t lds nto / ksl yrd, & wth is ke opnd t dr lso. A e wnt t / irn gt, fr t mst b opnd to; b t lk wnt dmnl ard, yt / ke dd opn t. Thn tha thrst opn / gt t mk thr skp wth spd, b t gt, s t opnd, md sch a krkg, t t wkd Gnt Dspr, wo, astli ris^g t prsu is prsnrs, flt is lms t fl, fr is fts tk im agn, so t e kd bi no mns go a thm. Thn tha wnt n, & km t / Kng's iwa, & so wr sf, bks tha wr ot \ is jrsdkⁿ.

Nw, wn tha wr gn ovr / stl, tha bgn t k-trv wth thmslvs wt tha shd d t t stl, t p-vnt ths t shd km a, f fl^g nto / ands \ Gnt Dspr. So tha k-sntd t erkt thr a plr, & t ngrv pn / sd thrf ths sntns—"Ovr ths stl s / wa t Dt^g Ksl, w s kpt b Gnt Dspr, wo d-psth / Kng X Slstl Kntri, & sks t d-tro is oli plgrms." Mni, thrfr, t flod a, rd wt ws rtn, & skpd / dngr. Ths dn, tha sng s flos:—

Ot X wa w wnt & thn w fnd
Wt 'tws t trd. pn f-bdn grnd;
& lt thm t km a h a kr,
Lst edls^a mks thm, s w to fr.
Lst tha fr trsp^g is prsnrs r,
Wo's ksls Dt^g, & wo's nm's Dspr.

VERBATIM REPORTING.

Lengthy instructions as to what words are to be written, and what not, would be superfluous. Nothing further is needed than the general rule that all words not affecting the sense of the sentences should be omitted; and a short example will be found of more service than all the precept in the world.

In the following, the words printed in *italics* can be safely omitted, and, if necessary, many others. It is, however, always advisable to be as full as possible.

Now, Giant Despair had *a wife*, and her name was Diffidence. So, when *he* was gone to bed, *he* told *his wife* what *he had* done; to wit, that *he* had taken *a couple of* prisoners, and cast *them* into *his* dungeon, for trespassing on *his* grounds. Then *he* asked *her* also what *he had* best to do further to *them*. So she asked *him* what *they* were, whence *they* came, and whither *they* were bound; and *he* told *her*. Then she counselled *him* that, when *he* arose *in the morning*, *he* should beat *them* without any mercy.

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